



**Family, Career and Community Leaders of America, Inc.®**  
**POSITION DESCRIPTION**

**Date Written or Revised:** May 2025

**Title:** Adviser Professional Development and Membership Director

**Supervisor:** Chief of Staff

**Supervises:** Membership Manager

<b>Job Status:</b>	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Non-Exempt

**PRIMARY PURPOSE**

The Adviser Professional Development and Membership Director strategically manages membership growth and adviser professional development initiatives. This role directly supervises the Membership Manager, develops impactful professional development programs for advisers, and ensures alignment with FCCLA's strategic priorities, Adviser Professional Standards, and Family and Consumer Sciences (FCS) National Standards.

**ESSENTIAL FUNCTIONS**

**Adviser Professional Development Resources, Communication, and Management (50%):**

- Oversee, develop, and implement comprehensive adviser professional development initiatives, including Adviser Academy and the Chapter Adviser Summit, ensuring alignment with FCCLA's Strategic Plan and Adviser Professional Standards.
- Research, create, and deliver professional development resources and trainings tailored for advisers at all career stages, incorporating feedback from Family and Consumer Sciences (FCS) educators and other stakeholders.
- Collaborate with FCS teacher education programs and universities to integrate FCCLA content into their curricula and enhance support for FCCLA at the higher education level.
- Manage and promote adviser recognition, awards programs, and scholarship opportunities at the National Leadership Conference (NLC) and beyond.
- Direct the development, tracking, and management of PDUs and CEUs for adviser professional development activities.
- Maintain oversight of the FCCLA Adviser Facebook page and resource platforms, ensuring resources and communications are current, relevant, and effectively promoted.

- Coordinate the National Consultant Team (NCT) and National Executive Council Advisers (NECA), providing mentorship, training, and workshops nationwide.
- Collaborate with the Communications Team to produce and distribute adviser publications, newsletters, webinar content, and targeted outreach resources aligned with FCCLA's Strategic Plan.
- Other tasks as needed

#### **Membership Management (40%):**

- Supervise and direct the Membership Manager, ensuring excellence in membership recruitment, retention, and recognition efforts.
- Lead the planning, execution, and assessment of annual membership campaigns, employing data-driven strategies for continuous improvement.
- Collaborate with the Communications Team to develop membership-focused resources, newsletters, promotional kits, and communications that support recruitment and engagement.
- Oversee the FCCLA Portal affiliation process, ensuring timely updates, user-friendly interfaces, and high-quality customer support.
- Manage preparations for the new affiliation year, including accurate system updates, communications, and comprehensive reporting.
- Produce detailed, timely membership reporting for organizational insights and decision-making.
- Respond effectively to inquiries from state and chapter advisers regarding membership processes.
- Other tasks as needed

#### **Alumni & Associates Initiatives (10%):**

- Direct strategies to engage high school seniors, alumni, and associates through rebranding and enhancing the Alumni & Associates program.
- Coordinate updates to the FCCLA Portal functionality to support Alumni & Associates initiatives.
- Collaborate with Communications to deliver engaging content via newsletters and targeted communications to strengthen alumni participation.
- Other tasks as needed

#### **EDUCATION AND SKILLS REQUIRED:**

Education: Bachelor's degree required; Master's degree in Family Consumer Sciences preferred.

**EXPERIENCE:** 3-7 years of experience in membership management and adviser professional development or related fields. Prior supervisory experience and familiarity with FCCLA or similar organizations preferred.

#### **SKILLS & COMPETENCIES:**

- Strong leadership, organizational, and strategic planning skills.
- Exceptional communication skills with demonstrated ability in creating persuasive materials for diverse audiences.
- Proficiency in MS Office Suite, FCCLA Portal, and data management systems.

- Capacity to multitask, prioritize effectively, and manage complex projects simultaneously.
- Proven ability to develop and implement impactful membership and professional development strategies.

**TRAVEL REQUIREMENTS:** 10-15%

**PHYSICAL REQUIREMENTS:** Occasionally lift/move objects up to 25 pounds during conference preparation.

**WORK SCHEDULE:** Following an initial 60-day on-site period at FCCLA's headquarters in Herndon, VA, a hybrid work schedule of two days in-office and three days remote work per week will be implemented unless otherwise announced for conference or event preparation.

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**BENEFITS:** FCCLA provides a comprehensive benefits package, including health, dental, vision insurance, retirement contributions, and various paid leaves.

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#### **EMPLOYER'S RIGHTS**

The Family, Career and Community Leaders of America Inc.'s management reserves the right to review and revise this document at any time. Employees are expected to perform any other duties or tasks assigned to them. This document describes intended job content and performance requirements and is expected to be revised annually or when a significant change occurs. The existence of this document should not be construed in any way to represent an actual or implied employment contract.

This organization grants equal employment opportunities to all qualified persons regardless of race, creed, color, sex, age, national origin, marital status, or physical/mental handicap. It is the intent and desire of the FCCLA National Board of Directors that equal opportunities be provided in recruitment, selection, salary, promotion, benefits, privileges, and all other terms and conditions of employment.